

## Adult Education – Annual Performance Report (APR)

Check: ☐ **Initial Annual Performance Report**  
*Due on/or before: July 31*

Check: ☐ **Mid-Year Annual Performance Report**  
*Due on/or before: February 15*

Check: ☐ **Final Annual Performance Report**  
*Due on/or before: November 1*

Check One: **ABE** ☐ **ASC** ☐

Program Year: **July 1, 20\_\_** to **June 30, 20\_\_**

Agency: \_\_\_\_\_

Corporation Code: \_\_\_\_\_

Federal Program Number FY-\_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Submit two (2) copies to: Indiana Department of Education  
Division of Adult Education  
Room 229, State House  
Indianapolis, IN 46204-2798

Revised: 07-01-06

**Table 1**  
**Participants by Entering Educational Functioning Level, Ethnicity, and Sex**

Enter the number of participants\* by educational functioning level\*\*, ethnicity\*\*\*, and sex.

Entering Educational Functioning Level (A)	American Indian or Alaskan Native		Asian		Black or African-American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White		Total
	Male (B)	Female (C)	Male (D)	Female (E)	Male (F)	Female (G)	Male (H)	Female (I)	Male (J)	Female (K)	Male (L)	Female (M)	
ABE Beginning Literacy													
ABE Beginning Basic Education													
ABE Intermediate Low													
ABE Intermediate High													
ASE Low													
ASE High													
ESL Beginning Literacy													
ESL Low Beginning													
ESL High Beginning													
ESL Intermediate Low													
ESL Intermediate High													
ESL Advanced													
<b>Total</b>													

\* A participant is an adult who receives at least twelve (12) hours of instruction. Work-based project learners are not included in this table.

\*\* See attached definitions for educational functioning levels.

\*\*\* A participant should be included in the racial/ethnic group to which he or she appears to belong, identifies with, or is regarded in the community as belonging.

**Table 2**  
**Participants by Age, Ethnicity, and Sex**

Enter the number of participants by age\*, ethnicity, and sex.

Age Group (A)	American Indian or Alaskan Native		Asian		Black or African- American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White		Total
	Male (B)	Female (C)	Male (D)	Female (E)	Male (F)	Female (G)	Male (H)	Female (I)	Male (J)	Female (K)	Male (L)	Female (M)	
16-18													
19-24													
25-44													
45-59													
60 and older													
Total													

\*Participants should be classified based on their age at entry. Participants entering the program prior to the current program year should be classified based on their age at the beginning of the current program year. Work-based project learners are not included in this table.

The totals in Columns B-M should equal the totals in Columns B-M of Table 1. Row totals in Column N should equal corresponding column totals in Table 3.

Table 3  
Participants by Program Type and Age

Enter the number of participants by program type and age.

Program Type (A)	16 – 18 (B)	19 – 24 (C)	25 – 44 (D)	45 – 59 (E)	60 and Older (F)	Total (G)
Adult Basic Education						
Adult Secondary Education						
English as a Second Language						
Total						

The total in Column G should equal the total in Column N of Table 1.

The totals in Columns B–F should equal the totals for the corresponding rows in Column N of Table 2 and the total in Column N of Table 1.

**Table 4**  
**Educational Gains and Attendance by Educational Functioning Level**

Enter number of participants for each category listed, total attendance hours, and calculate percentage of participants completing each level.

Entering Educational Functioning Level (A)	Total Number Enrolled (B)	Total Attendance Hours (C)	Number Completed Level (D)	Number Who Completed a Level and Advanced One or More Levels (E)	Number Separated Before Completed (F)	Number Remaining Within Level (G)	Percentage Completing Level (H)
ABE Beginning Literacy							
ABE Beginning Basic Education							
ABE Intermediate Low							
ABE Intermediate High							
ASE Low							
ASE High*							
ESL Beginning Literacy							
ESL Low Beginning							
ESL High Beginning							
ESL Intermediate Low							
ESL Intermediate High							
ESL Advanced							
<b>Total</b>							

The total in Column B should equal the total in Column N of Table 1.

Column D is the total number of learners who completed a level, including learners who left after completing and learners who remained enrolled and moved to one or more higher levels.

Column E represents a subset of Column D (Number Completed Level) and is learners who completed a level and enrolled in one or more higher levels.

Column F is students who left the program or received no services for 90 consecutive days and have no scheduled services.

Column D + F + G should equal the total in Column B.

Column G represents the number of learners still enrolled who are at the same education level as when entering.

Each row total in column H is calculated by using the following formula:  $H = \frac{\text{Column D}}{\text{Column B}}$

Work-based project learners are not included in this table.

\* Completion of ASE high level is attainment of a secondary credential or passing GED tests.

**Table 4B**  
**Educational Gains and Attendance for Pre- and Posttested Participants**

Enter number of pre- and posttested participants for each category listed, calculate percentage of posttested participants completing each level, and enter total attendance hours for posttested completion.

Entering Educational Functioning Level (A)	Total Number Enrolled Pre- and Posttested (B)	Total Attendance Hours (C)	Number Completed Level (D)	Number Who Completed a Level and Advanced One or More Levels (E)	Number Separated Before Completed (F)	Number Remaining Within Level (G)	Percentage Completing Level (H)
ABE Beginning Literacy							
ABE Beginning Basic Education							
ABE Intermediate Low							
ABE Intermediate High							
ASE Low							
ASE High*							
ESL Beginning Literacy							
ESL Low Beginning							
ESL High Beginning							
ESL Intermediate Low							
ESL Intermediate High							
ESL Advanced							
<b>Total</b>							

**Include in this table only students who are both pre- and posttested.**

Column D is the total number of learners who completed a level, including learners who left after completing and learners who remained enrolled and moved to one or more higher levels.

Column E represents a subset of Column D (Number Completed Level) and is learners who completed a level and enrolled in one or more higher levels.

Column F is students who left the program or received no services for 90 consecutive days and have no scheduled services.

Column D + F + G should equal the total in Column B.

Column G represents the number of learners still enrolled who are at the same education level as when they entered.

Each row total in column H is calculated by using the following formula:  $H = \frac{\text{Column D}}{\text{Column B}}$

Work-based project learners are not included in this table.

\* Completion of ASE high level is attainment of a secondary credential or passing GED tests.

**Table 5**  
**Core Follow-Up Outcome Achievement**

Core Follow-Up Outcome Measures	Number of Participants With Main or Secondary Goal	Number of Participants Included in Survey Sample	Number of Participants Responding to Survey or Used for Data Matching	Response Rate or Percent Available for Match	Number of Participants Achieving Outcome	Percent Achieving Outcome
(A)	(B)	(C)	(D)	(E)	(F)	(G)
Entered Employment*						
Retained Employment**						
Obtained a GED or Secondary School Diploma***						
Entered Postsecondary Education or Training****						

**Instructions for Completing Table 5**

\* Report in Column B the number of participants who were unemployed at entry and who had a main or secondary goal of obtaining employment and who exited during the program year. Do not exclude students because of missing Social Security numbers or other missing data.

\*\* Report in Column B: (1) the number of participants who were unemployed at entry and who had a main or secondary goal of employment **who exited in the first and second quarter** and who entered employment by the end of the first quarter after program exit and (2) the number of participants employed at entry who had a main or secondary goal of improved or retained employment who exited in the first and second quarter. ***Exclude from this total all participants who exited in the third and fourth quarters of the program year, if survey method is used.***

\*\*\* Report in Column B the number of participants with a main or secondary goal of passing GED tests or obtaining a secondary school diploma or its recognized equivalent who exited during the program year.

\*\*\*\* Report in Column B the number of participants with a main or secondary goal of placement in postsecondary education or training who exited during the program year.

## Table 5

### Core Follow-Up Outcome Achievement *(continued)*

*If survey is used*, then the number in Column C should equal the number in Column B *unless random sampling was used*. If one or more local programs used random sampling, then enter in Column C the total number of students included in the survey. *If data matching is used*, then Column C should be left blank.

*If survey is used*, then the number in Column D should be less than Column C, unless there was a 100-percent response rate to the survey. *If data matching is used*, then the number reported in Column D should be the total number of records available for the data match. That number is normally less than the number in Column B. (If the numbers in these two columns are equal, then it means that all Social Security numbers are valid and that there are no missing Social Security numbers.)

Column E =  $\frac{\text{Column D}}{\text{Column B}}$ , *unless one or more programs used random sampling*. If random sampling was used, see Appendix C of the *NRS Survey Guidelines* for further instructions on reporting.

In Column F, the number should be equal to or less than the number in Column D.

Column G is the number in Column F divided by the number in Column D. Column G should never be greater than 100 percent. If the response rate is less than 50 percent (Column E), then the percent reported in Column G is not considered valid.



**Table 6**  
**Participant Status and Program Enrollment**

Enter the number of participants for each of the categories listed.

Participant Status on Entry into the Program (A)	Number (B)
Disabled	
Employed	
Unemployed	
Not in the Labor Force	
On Public Assistance	
Living in Rural Area*	
<b>Program Type</b>	
In Family Literacy Program**	
In Workplace Literacy Program**	
In Program for the Homeless**	
In Program for Work-based Project Learners**	
<b>Institutional Programs</b>	
In Correctional Facility	
In Community Correctional Program	
In Other Institutional Setting	
<b>Secondary Status Measures (Optional)</b>	
Low Income	
Displaced Homemaker	
Single Parent	
Dislocated Worker	
Learning Disabled Adult	

\* Rural areas are places with less than 2,500 inhabitants and located outside urbanized areas.

\*\* Participants counted here must be in a program specifically designed for that purpose.

**Table 7**  
**Adult Education Personnel by**  
**Function and Job Status**

Enter an unduplicated count of personnel by function and job status.

Function (A)	Adult Education Personnel		Unpaid Volunteers (D)
	Total Number of Part-time Personnel (B)	Total Number of Full-time Personnel (C)	
State-level Administrative/ Supervisory/Ancillary Services			
Local-level Administrative/ Supervisory/Ancillary Services			
Local Teachers			
Local Counselors			
Local Paraprofessionals			

In Column B, count one time only each part-time employee of the program administered under the Adult Education State Plan who is being paid out of Federal, State, and/or local education funds.

In Column C, count one time only each full-time employee of the program administered under the Adult Education State Plan who is being paid out of Federal, State, and/or local education funds.

In Column D, report the number of volunteers (personnel who are not paid) who served in the program administered under the Adult Education State Plan.

**Table 8**  
**Outcomes for Adults in Family Literacy Programs (Optional)**

Enter the number of participants in family literacy programs for each of the categories listed.

Core Follow-Up Outcome Measures (A)	Number of Participants With Main or Secondary Goal (B)	Number of Participants Included in Survey (Sampled and Universe) (C)	Number of Participants Responding to Survey or Used for Data Matching (D)	Response Rate or Percent Available for Match (E)	Number of Participants Achieving Outcome (F)	Weighted Average Percent Achieving Outcome (G)
Completed an Educational Functioning Level *						
Entered Employment						
Retained Employment						
Obtained a GED or Secondary School Diploma						
Entered Postsecondary Education or Training						
Increased Involvement in Children's Education						
Helped more frequently with school						
Increased contact with children's teachers						
More involved in children's school activities						
Increased Involvement in Children's Literacy Activities						
Reading to children						
Visiting library						
Purchasing books or magazines						

**Table 8**  
**Outcomes for Adults in Family Literacy Programs (Optional)**  
*(continued)*

\* Report in Column B for this row all family literacy program participants who received 12 or more hours of service. Column F should include all participants reported in Column B who advanced one or more levels.

Compute Column G for this row using the following formula:  $G = \frac{\text{Column F}}{\text{Column B}}$

Follow instructions for completing Table 5 to complete the remainder of this table. However, include only family literacy program participants in Table 8.

Achievement of one or more of the increased involvement in children's education or children's literacy activities measures should be counted only once per participant. However, the specific outcome should be recorded in the subcategory and more than one outcome may be reported, so that the total for the three subcategories may be greater than the total reported for the overall category. For example, a participant who helped more frequently with schoolwork and increased contact with child's teachers would be recorded in both categories but would be counted only once in the overall category of "increased involvement in children's education."

**Table 9**  
**Outcomes for Adults in**  
**Workplace Literacy Programs**  
**(Optional)**

Enter the number of participants in workplace literacy programs for each of the categories listed.

Core Follow-Up Outcome Measures (A)	Number of Participants With Main or Secondary Goal (B)	Number of Participants Included in Survey (Sampled and Universe) (C)	Number of Participants Responding to Survey or Used for Data Matching (D)	Response Rate or Percent Available for Match (E)	Number of Participants Achieving Outcome (F)	Weighted Average Percent Achieving Outcome (G)
Completed an Educational Functioning Level*						
Entered Employment						
Retained Employment						
Obtained a GED or Secondary School Diploma						
Entered Postsecondary Education or Training						

\* Report in Column B for this row all workplace literacy program participants who received 12 or more hours of service. Column F should include all participants reported in Column B who advanced one or more levels.

Compute Column G for this row using the following formula:  $G = \frac{\text{Column F}}{\text{Column B}}$

Follow instructions for completing Table 5 to complete the remainder of this table. However, include only workplace literacy program participants in Table 9.

**Table 10**  
**Outcomes for Adults in**  
**Correctional Education Programs**

Enter the number of participants in correctional education programs for each of the categories listed.

Core Follow-Up Outcome Measures (A)	Number of Participants With Main or Secondary Goal (B)	Number of Participants Included in Survey (Sampled and Universe) (C)	Number of Participants Responding to Survey or Used for Data Matching (D)	Response Rate or Percent Available for Match (E)	Number of Participants Achieving Outcome (F)	Weighted Average Percent Achieving Outcome (G)
Completed an Educational Functioning Level*						
Entered Employment						
Retained Employment						
Obtained a GED or Secondary School Diploma						
Entered Postsecondary Education or Training						

\* Report in Column B for this row all correctional educational program participants who received 12 or more hours of service. Column F should include all participants reported in Column B who advanced one or more levels.

Compute Column G for this row using the following formula:  $G = \frac{\text{Column F}}{\text{Column B}}$

Follow instructions for completing Table 5 to complete the remainder of this table. However, include only correctional educational program participants in Table 10.

**Table 11**  
**Secondary Outcome Measures (Optional)**

Enter the number of participants for each of the categories listed.

Secondary Outcome Measures (A)	Number of Participants With Main or Secondary Goal or Status (B)	Number of Participants Obtaining Outcome (C)	Percentage Achieving Outcome (D)
Achieved Work-Based Project Learning Goal			
Left Public Assistance			
Achieved Citizenship Skills			
Increased Involvement in Children's Education*			
Increased Involvement in Children's Literacy Activities*			
Voted or Registered To Vote			
Increased Involvement in Community Activities			

Each row total in Column D is calculated using the following formula:  $D = \frac{\text{Column C}}{\text{Column B}}$

\* Enter the total number of participants who achieved this goal regardless of whether the participant was in a family literacy program. Use Table 8 to enter achievements of family literacy participants. The number reported here may be higher than reported in Table 8 because it includes all participants who achieved this goal.

**Table 12**  
**Work-Based Project Learners by Age, Ethnicity, and Sex**  
(Optional)

Enter the number of work-based project learners by age\*, ethnicity, and sex.

Age Group (A)	American Indian or Alaskan Native		Asian		Black or African- American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White		Total
	Male (B)	Female (C)	Male (D)	Female (E)	Male (F)	Female (G)	Male (H)	Female (I)	Male (J)	Female (K)	Male (L)	Female (M)	
16-18													
19-24													
25-44													
45-59													
60 and older													
Total													

Only participants designated as work-based project learners should be included in this table. These participants should not be included in Tables 1-5. The total in Column N should equal the number of work-based project learners reported in Table 6.

\* Participants should be classified based on their age at entry.



**Table 13**  
**Core Follow-Up Outcome Achievement for**  
**Prior Reporting Year and for Unintended Outcomes**  
**(Optional)**

For Column B, enter the number of participants for each of the outcome categories for outcomes not reported in the prior reporting period. For Column C, enter the number of participants achieving each outcome who did not have the outcome as a goal.

Core Followup Outcome Measures (A)	Number of Participants With Main or Secondary Goal Who Achieved Outcome but Were Not Reported in the Prior Reporting Period (B)	Number of Participants Achieving Outcome in Current YearWho Did Not Have the Outcome as a Goal (C)
Entered Employment		
Retained Employment		
Obtained a GED or secondary school diploma		
Placed in postsecondary education or training		

For Column B, report the number of participants who had the core outcome as a primary or secondary goal and who achieved that outcome according to the core outcome definitions (see Table 5) but were not reported in the prior program year.

For Column C, report the number of participants who achieved the outcome in the current reporting year but did not have the outcome as a main or secondary goal.

**Table 14**  
**Local Grantees by Funding Source**

Enter the number of each type of grantee (see attached definitions) directly funded by the state, and the amount of federal and state funding they receive.

Provider Agency (A)	Total Number of Providers (B)	Total Number of Sub- Recipients (C)	WIA Funding		State Funding	
			Total (D)	% of Total (E)	Total (F)	% of Total (G)
Local Education Agencies						
<b>Public or Private Nonprofit Agency</b>						
Community-Based Organizations						
Faith-Based Organizations						
Libraries						
<b>Institutions of Higher Education</b>						
Community, Junior, or Technical Colleges						
Four-Year Colleges or Universities						
Other Institutions of Higher Education						
<b>Other Agencies</b>						
Correctional Institutions						
Other Institutions (non-correctional)						
All Other Agencies						

1. In Column (B), report the number of providers receiving a grant award or contract for instructional services from the eligible agency.
2. In Column (C), report the total number of each entity receiving funds as a sub-recipient. (*Entities receiving funds from a grantee as part of a consortium are to be reported in column (C).*)
3. In Column (E), the percentage is to be calculated using the following formula:

$$E = \frac{\text{Column D}}{\text{Column D} + \text{Column F}}.$$

4. In Column (F), report total amount of state funds contributed. This amount need not necessarily equal the non-federal expenditure report on the Financial Status Report.
5. In Column (G), the percentage is to be calculated using the following formula:

$$G = \frac{\text{Column F}}{\text{Column D} + \text{Column F}}.$$